

Guidelines for Preparation and Submittal of Administrative Orders

The AO Process

All Administrative Orders must be approved by the Board of County Commissioners following review by the appropriate BCC committee.

Departments prepare the AO package and submit to OPI for review. After OPI reviews, it will forward revisions back to the Department. Once the package is finalized, the OPI Director reviews and signs off. OPI then submits the package to Agenda Coordination. In general, Departments should be aware of the Agenda Coordination Office deadlines and allow a minimum of two weeks for the review process. If the AO is large or of a controversial nature, more time may be necessary. Frequently, the package must undergo several rounds of revisions.

In rare circumstances, Departments may feel it is necessary to place the item on the agenda of a certain BCC meeting even though the agenda deadline has passed. In these cases, it is the responsibility of the Department to contact its Assistant County Manager for approval.

After the AO has been approved by the Board, OPI will forward an official copy of the package to the Department and request a clean copy of the AO for uploading to the Intranet. It is the responsibility of the Department to ensure that the version forwarded for uploading is identical to the version approved by the BCC.

Departments should always maintain electronic and hard copies of all AOs under their jurisdiction.

The AO Package

The package consists of three items: the AO itself, the accompanying resolution, and the Manager's recommendation memorandum. Four copies of each must be submitted, along with a floppy disk containing the documents saved as text only format for Legistar purposes.

AO Format

1. See the "AO Sample Page" for general guidance on the appearance of AOs. The organizational structure of the AO will depend greatly on its content. Besides the required sections, frequently used subsections of the AO include:

- Purpose
- Definitions
- Scope
- Roles and Responsibilities
- Procedure

- Exceptions
 - Fee Schedule
2. If the AO is being amended, it must be written in underline/strikethrough format for presentation to the Board. That is, all additions must be underlined and all deletions must be ~~stricken~~. Brackets, which are used for amending ordinances, are not used when amending AOs.

The “track changes” function in Microsoft Word will use the underline/strikethrough format automatically. However, when an AO undergoes multiple drafts, it is important to make certain that the underlined and stricken portions of the document reflect changes to the existing AO and not to previous drafts.

3. Even when only a small portion of the AO is being amended, the entire AO must be submitted to the Board. This is to ensure that both the Clerk of the Board and the Office of Performance Improvement have an official copy of the current AO on file at all times.
4. Avoid use of tabs since these do not align properly when converted to HTML for uploading to the Internet. Use tables, bullets, or auto numbering instead.
5. For the same reason, do not develop AOs in Microsoft Excel or other spreadsheet applications. Use Microsoft Word.
6. When using numbered lists or outlines, make sure that the numbering is correct, especially if the document has undergone multiple revisions.
7. Use 12-point font.

AO Content

1. Always obtain a copy of any relevant legislation and make certain that the proposed AO is consistent with the content of that legislation.
2. Make certain that the AO is expressed in clear language that will be understandable to other County Departments as well as to the general public. Do not assume that others will automatically know what you mean.
3. Verify that related sections within an AO are consistent with each other.
4. Verify that related AOs are consistent with each other.

Authority Section: This section is required. All Administrative Orders are authorized by Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter. Additionally, the AO may be authorized by relevant portions of the Code of Miami-Dade County. In most cases, it is not necessary to cite specific ordinances, since ordinances are incorporated into the Code.

Opening: All Administrative Orders begin with this text, centered and in all capital letters.

Header: This identifies the AO number and its ordered and effective dates. If the AO is being amended, include the number; otherwise, leave it blank. Always leave the dates blank, unless the AO is a fee schedule to be incorporated into the budget ordinance. In that case the effective date is October 1 of the coming fiscal year.

The header should be aligned to the right of the page and should only be visible on page 1.

A.O. No.: 1-1
Ordered:
Effective:

MIAMI-DADE COUNTY
ADMINISTRATIVE ORDER

ADMINISTRATIVE ORDERS

Title: The title of the AO goes here.

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This administrative order supersedes previous Administrative Order 1-1, ordered November 6, 1962, and effective December 1, 1962.

POLICY:

The County Manager has the power to issue and place into effect administrative orders, rules, and regulations. Administrative orders establish operating methods and administrative policies and procedures; establish fees that departments charge to the public; and establish or revise the organizational structure of County departments. Generally, they should relate to more than the department, or govern contacts between departments, and should be of a relatively permanent nature. Department directors are encouraged to submit proposed administrative orders which will improve management procedures.

“Supersedes”

section: This section is required if you are amending an existing AO. Always note the ordered and effective dates of the AO(s) being superseded.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

Steve Shiver
County Manager

Manager’s Signature: Do not include a signature line. Simply insert the Manager’s name and title.

Closing: The closing always takes the same form.

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No.

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDMENTS TO
ADMINISTRATIVE ORDER (insert A.O. number):
(insert A.O. title)

WHEREAS, this Board desires to accomplish the purposes outlined in the
accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board
approves the amendments to Administrative Order (insert A.O. number): (insert A.O.
title).

The foregoing resolution was offered by _____,
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro
Dr. Barbara Carey-Shuler
Gwen Margolis
Jimmy L. Morales
Dorin D. Rolle
Katy Sorenson

Sen. Javier D. Souto

Jose "Pepe" Cancio, Sr.
Betty T. Ferguson
Joe A. Martinez
Dennis C. Moss
Natacha Seijas
Rebeca Sosa

Agenda Item No.

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The Chairperson thereupon declared the resolution duly passed and adopted on this day of , 2002. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as to
form and legal sufficiency. _____

By: _____
Deputy Clerk